



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)
Ft Harrison, Montana 59636-4789

HRO

DATE 13 July 2006

HUMAN RESOURCES MANAGEMENT OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-208
CLOSING DATE 27 July 2006

SELECTEE WILL BE PAID BY ARMY TECHNICIAN FUNDS.

BARGAINING UNIT POSITION: Family Program Specialist, GS-0301-09/11

SALARY RANGE: GS-09 \$42,955.00 - \$55,846.00 PA (per annum)

GS-11 \$51,972.00 - \$67,567.00 PA (per annum)

LOCATION: J-1, Helena, Montana SELECTING OFFICIAL: COL Jeffrey Ireland

APPOINTMENT FACTORS

EXCEPTED ☒ OFFICER ☒ WARRANT OFFICER ☒ ENLISTED ☒

COMPATIBILITY: AFSC/CMF/MOS: ANG Off: 37PX Enl: 3AXXX, 3S3X1

ARNG Off: 01A W/O: 011A Enl: 00

NON-SUPERVISORY ☒ TEMP ☐ PERMANENT ☒

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST

☒ AREA I All excepted permanent technicians in the Montana ARMY or AIR National Guard.

☒ AREA II All members of the Montana ARMY or AIR National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army or Air National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosures 1 and 2). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

SUMMARY OF DUTIES: If applicants desire, a copy of the Position Description (PD) can be obtained from the Human Resource Office. A brief statement of duties from PD No 90058000/90059000. If applicants desire, a copy of the PD can be obtained from the HRO. The purpose of this position is to serve as the Joint Force Headquarters staff advisor on family readiness, quality of life and other Family Program matters, which include identifying and recommending priorities. Provides staff assistance to local units in accomplishing the objectives of the program. Coordinates and facilitates communication between family members, mobilization elements, higher headquarters, inter-service agencies, other military services, local and national government and non government organization.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment (AREA II), selected individual must complete and pass a pre-placement physical examination.

PROMOTION POTENTIAL: If filled at the GS-09, promotion potential to GS-11 upon completion of a classification desk audit(s).

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training as they relate to the basic eligibility factors and knowledge, skill, and ability factors (KSA's), General and Specialized Experience requirements outlined in Enclosures 1 and 2 of this announcement. Complete and accurate data is essential to ensure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED).). If more than five (5) qualified applicants apply, the evaluation procedures in Article Seven (7) of the negotiated contract applies to Area I applicants. The State Merit Promotion Plan (AR) 690-335 / (AF) 40-335) applies to AREA II applicants. **THIS IS A BARGAINING UNIT POSITION.**

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered.** **APPLICATIONS FAXED (406-324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) WILL NOW BE CONSIDERED.** **USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DISCOVERINGMONTANA.COM/DMA/HRO

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, MAJ, MT NG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-208

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR FAMILY PROGRAM SPECIALIST, GS-0301-09, 90059000

1. Knowledge of the National Guard Family Program.
2. Ability to implement a family or assistance program.
3. Ability in developing and publishing family or assistance program information.
4. Skill in financial management of funds or accounts.
5. Skill in reading and interpreting technical manuals.
6. Ability to design, implement, and instruct assistance, training, or educational programs.
7. Skill in planning, scheduling, and organizing

GENERAL EXPERIENCE: Experience, education, or training which provided a general knowledge of the principles of organization, management, or administration.

SPECIALIZED EXPERIENCE: Must have 24 months of specialized experience in directing or managing a program.

/SIGNED/

JEFFREY E. IRELAND

COL, MT ARNG

Director of Manpower and Personnel

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-208

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR FAMILY PROGRAM SPECIALIST, GS-0301-11, 90058000

1. Knowledge of the National Guard Family Program.
2. Skill in implementing a family or assistance program.
3. Skill in developing and publishing family or assistance program information.
4. Skill in financial management of federal funds.
5. Skill in reading and interpreting technical manuals.
6. Skill in designing, implementing, and instructing assistance, training, or educational programs.
7. Skill in planning, scheduling, and organizing.
8. Skill in assigning work of subordinates and providing supervisory/management duties such as merit promotion career development, employee counseling, position management, performance standards and evaluations.

GENERAL EXPERIENCE: Experience, education, or training which provided a general knowledge of the principles of organization, management, or administration.

SPECIALIZED EXPERIENCE: Must have 36 months experience in directing or managing a program.

/SIGNED/

JEFFREY E. IRELAND

COL, MT ARNG

Director of Manpower and Personnel